

REQUIREMENTS FOR  
**SUBSTITUTE, K – 12 CERTIFICATE**  
ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT

*Certificate entitles the holder to substitute in the temporary absence of a regular contract teacher. An individual who holds a valid Arizona Teaching or Administrator certificate shall not be required to hold a Substitute certificate to be employed as a substitute teacher. The individual holding only a Substitute certificate shall not be assigned a contract teaching position and shall be limited to 120 days of substitute teaching in the same school year. Substitute teaching may not be used to waive the student teaching practicum.*

➤ **SUBSTITUTE, PRE K – 12 CERTIFICATE**

**All requirements for the Substitute Certificate must be met.** Certificate is valid for six years and renewable by reapplication. **Fees are not refundable.**

1. A Bachelor's degree from an accredited institution. Official transcript(s) required.
2. A photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (**IVP**) fingerprint card (plastic). For more information visit the [Arizona Department of Public Safety](http://www.azdps.gov) website or call (602) 223-2279.